

Greater Edmonton Lacrosse Council – Club Manual

The Greater Edmonton Lacrosse Council is the local governing body for both box and field lacrosse in Edmonton and area. The Council was incorporated in January of 1986. In 2014 the Council's membership consisted of 10 box clubs and 2 field clubs. The acronym for the Greater Edmonton Lacrosse Council is "GELC". It can be used interchangeably within the community.

The Greater Edmonton Lacrosse Council is a member of the Alberta Lacrosse Association all of its member clubs must be as well. Alberta Lacrosse serves as the member association at the Canadian Lacrosse Association.

The GELC bylaws and Rules and Regulations can be found on the website. www.gelc.ab.ca.

Mission Statement

The Greater Edmonton Lacrosse Council's mission is to promote the growth of lacrosse through the formation of amateur clubs in the greater Edmonton area; to keep and maintain a set of guidelines; and to provide uniform playing rules for amateur lacrosse. Our goal is to promote excellence and integrity in our players and volunteer staff through the community, among their families and on the field of play.

Our focus is to create a safe, positive and fun environment firmly rooted in:

- Player and skill development for all levels
- Healthy competition where fairness, sportsmanship and team play are fostered and role modeled.
- Respect for other players, coaches, officials and teams
- Player and coach commitment to hard work for the development of the sport of lacrosse.

Composition of the GELC

Membership:

Membership in the GELC is open to minor lacrosse clubs, whose application is accepted by the Board of Directors of the Council. Clubs must present a cheque in the amount of the current membership fee, along with a copy of their bylaws, executive list and a suggestion of appropriate jersey colors for approval. A copy of an intent letter that was sent to neighboring member clubs whose membership may be directly affected by the application.

Members are to hold their Annual General Meetings by December 31 of the current playing year. To maintain good standing in the GELC each member must by January 15th of the following playing year supply a copy of the Annual General Meeting minutes, Executive List and Annual Financial Statements to the GELC.

A member of the member most often the President serves as the member's representative on the Board of Directors of the GELC.

Executive and Directors

The Board also has the following Executive members: President, Vice President, Secretary, Treasurer and Coaching Director. The Past President serves on the board for a one year term, following the expiration of the term of office as the President.

The Board has several active committees whose chair persons serve on the board as Directors. These include the Box Committee, the Field Committee, the Promotion and Development Committee, the Bingo and Gaming Committee and the Discipline Committee. Committee chairs are appointed annually by the Board of Directors.

A Referee In Chief (RIC) is also appointed annually by the Board of Directors.

Associate Membership

Clubs may seek associate membership in the GELC. This often occurs from teams within the Rocky Mountain Lacrosse League, who request Associate membership. These clubs who are associate members may attend council meetings but are not entitled to vote. Other clubs who may be associate members are those who have teams participating in the league other than the full member clubs. For example Grande Prairie.

GELC General Calendar of Events – September thru August

Month	Activities Within the Month
September	<ul style="list-style-type: none">• Board Meeting generally held the 1st Monday of the Month after the long weekend in September.• Box Committee, Promotion Committees should hold meetings during this month.• GELC President attends ALA Board Meeting
October	<ul style="list-style-type: none">• Planning Meeting generally held the Saturday following the Thanksgiving weekend.•
November	<ul style="list-style-type: none">• Annual General Meeting and Elections – 1st Monday of November• Regular board meeting following the AGM• Presentation and budget approval should occur at the annual general meeting.• ALA Board Meeting and Annual Banquet – ALL Clubs should have representation at the Meeting, they are generally represented by their Club Presidents, but more than one rep is welcome to attend.• GELC President and Board members may attend the ALA Meeting
December	<ul style="list-style-type: none">• Annual Social of the Board of the GELC, usually the first

	Monday evening of the month
January	<ul style="list-style-type: none"> • Board Meeting first Monday of January • Box Committee, Promotion committee should hold meetings during this time • Clubs should start registration process in January. • There may be a pre season facilities meeting and club schedulers meeting in January or February of each year. RMLL teams using city facilities should participate in this meeting if required.
February	<ul style="list-style-type: none"> • Board meeting first Monday of the month • Promo Committee meeting, Box Committee Meeting • Often there is a pee wee tournament with teams from some of the clubs competing at Rexall during a Rush game. This could occur in either February or March. • GELC President may attend an ALA Board Meeting
March	<ul style="list-style-type: none"> • Board meeting first Monday of the Month • Promotion Committee Meeting, • Box Committee – hold a meeting in the second week of March prior to team declaration • Girls Sub committee of Box holds an amalgamation meeting of girls who wish to play on all girls teams prior to team declaration • Box Committee –third week of March hold a team declaration meeting were clubs bring in their final team numbers and cheque for the number of teams they are placing in each division.
April	<ul style="list-style-type: none"> • Board meeting first Monday of the Month unless it falls on Easter Weekend. • Promotion Committee wind up meeting for the season typically held • First Discipline Committee meeting of the season • League play commences generally the third week of the month.
May	<ul style="list-style-type: none"> • Board meeting held the first Sunday of the month • Box meeting held if necessary • Discipline Committee meeting(s)
June	<ul style="list-style-type: none"> • Board meeting held the first Sunday of the month • Box Committee meeting held if required • Discipline Committee meeting held (may be two in the month) • Tyke Mini Tyke wrap up typically occurs the Father’s Day weekend • League play and league finals wrap up by the last week of June typical, although may run thru July in some instances • GELC President Attends an ALA Board Meeting
July	<ul style="list-style-type: none"> • Board May have a pre planning meeting, season evaluation meeting.

	<ul style="list-style-type: none"> • Provincials will occur • GELC final billings will occur prior to financial year end.
August	<ul style="list-style-type: none"> • No meetings • GELC Financial Year -End

GELC Standing Committee Descriptions and Responsibilities

Committee	Responsibilities
Executive Committee	<ul style="list-style-type: none"> • Members are the President, Secretary, Vice President, Coaching Director, Treasurer, and Past President. • To meet as required • Responsible for the finances of the GELC • Represent the GELC on the Board of the ALA (generally the President or his or her designate) •
Box Committee	<ul style="list-style-type: none"> • Members are the Committee Chair, the subcommittee Girls Box chair, and a member from each box club who is a member of the GELC. • Plan and administer the Box lacrosse program. • Responsible for facilities. • Recommends League play and play off structures and formats • Subcommittee responsible for Girls Box lacrosse • Provide guidance and leadership to new clubs • Work with field lacrosse to expose box players to field • Work with the ALRA on the development ,encouragement and retention of lacrosse officials • Associate clubs may provide a rep to attend meetings they are not entitled to vote.
Field Lacrosse	<ul style="list-style-type: none"> • Membership is the appointed chair person, and members from each interested field club within the GELC. • Work with field clubs within the GELC and the rest of Alberta to promote and develop Field lacrosse both male and female within the GELC. • Work with the ALRA on the development and encouragement of lacrosse officials.
Promotion and Development Committee	<ul style="list-style-type: none"> • Membership is an appointed chairperson and representation from each club. • Plan and implement GELC policy designed to attract, retain and train players, and volunteers in Box and Field Lacrosse. • Assist the Coaching Director with implementing programs to attract, develop, and retain coaches • Assist the R.I. C. with programs to attract referees.

<p>Discipline Committee</p>	<ul style="list-style-type: none"> • Membership is an appointed chair, and one appointed representative from each club. • To rule on disciplinary action within the GELC. • To meet regularly through the box lacrosse season and deal with discipline that arises from league play.
<p>Bingo and Gaming Committee</p>	<ul style="list-style-type: none"> • Ensure compliance with all statutory requirements of the GELC in regards to gaming. Plan and administer Bingo and gaming events. • Arrange with the member clubs volunteers to work at bingo and other gaming events on a ratio as deemed necessary. • Bingo funds are provided to clubs interested in working the bingos on 100 per cent back to the clubs who share in the work. This is credited back quarterly to the clubs. • Statistics to provide clubs with fair shares of gaming revenues has typically been done on the bases of number of required volunteers multiplied by number of registered teams from the previous season, divided by the total number of teams in the GELC. For example 40 volunteers are required for the casino every two years. Club A had 15 teams out of 200 total teams. Club A would provide 3 workers.

Member Club Responsibilities to the GELC

Club President	<ul style="list-style-type: none"> • Be the Club representative to all GELC board meetings • Often the Box committee rep at the GELC • Be responsible to provide information back and forth to the club and the GELC • Insure all club reporting is done as required to the GELC in accordance with the GELC bylaws
Club Treasurer	<ul style="list-style-type: none"> • Remit payment to the GELC on all invoices • Remember that payment is due within 60 days of the date of the invoice or interest will be charged at a rate of 2 per cent per month • Provide a copy of the financial statements presented at the club annual general meeting prior to the January 15th deadline as required in the GELC bylaws • Ensure that the Club President or Box Chair has a cheque for the number of teams registration on the team registration day
Club Secretary	<ul style="list-style-type: none"> • Provide a copy of the annual general meeting minutes of the club to the GELC by the January 15th deadline as required in the GELC bylaws • Provide an up to date mailing list of the club executive including names, phone numbers, addresses and email addresses by the January 15th deadline as required by the GELC bylaws.
Club Registrar	<ul style="list-style-type: none"> • Work with the guidance of the club president making sure all registration is complete by the deadlines as required by the GELC and ALA. Check the appropriate bylaws for the dates required • Ensure all player transfers have been handled appropriately • The receiving club is to ensure that the player transfers have been submitted to the GELC for approval and those players are duly registered on the team on which they are playing.
Club Box Rep	<ul style="list-style-type: none"> • Attend Box committee meetings • Bring club box concerns to the meeting to be addressed • Take box concerns back to the club • Arrange for a girls box chair to attend any specific girls box committee meetings
Club Field Rep	<ul style="list-style-type: none"> • Attend GELC Field Committee meetings • Report back to club on Field Activities • Assist the Field committee with promotion, implementation of field lacrosse for both boys and girls
Club Promotion and Development Rep	<ul style="list-style-type: none"> • Assist the GELC promotion chair on the implementation of Promotional Activities and developmental activities for players coaches and fans

	<ul style="list-style-type: none"> • Provide assistance to the Promotion chair at events were volunteers would be required to assist with the management of the activity. • Bring club promotional activities to the Promotion Committee meetings to share with other member clubs •
Club Bingo and Gaming Rep	<ul style="list-style-type: none"> • Provide assistance to the GELC Bingo, Casino and Raffle chairs with the volunteer worker requirements for each club, for specific events throughout the season.
Club Discipline Rep	<ul style="list-style-type: none"> • Although with the club President receive and act on all club related discipline requirements as send out in the biweekly discipline reports by the GELC office. • Relate suspension, decisions, and concerns of the discipline committee to appropriate team management • Ensure that coaches are awe of player automatic disciplines • Attend the GELC Discipline Committee meetings as a member rep to ensure that appropriate representation is available to deal with discipline actions as required. • Make sure fans, coaches and players who are under review are aware of their attendance being required at the discipline meetings • If unable to attend any discipline meeting make sure another club representative will be present.
Club Facilities and Scheduling Rep	<ul style="list-style-type: none"> • Assist the GELC office staff with securing appropriate faculties for games as required. • Overview the schedule before it's published to ensure that the facilities times are available in local arenas. Make sure each team has the required number of games and has no double header or back to back games on the same day. • Overview the tyke mini tyke wrap up for the clubs teams • Overview the playoff schedule making sure of availability of the facility. • Liaison with the local municipality or city booking coordinators as required • Do a practice schedule for team clubs and schedule it appropriately. • Do not schedule club teams to practice on GELC coaches meeting nights at their appropriate levels. •

Sanctions for Insurance Purposes

If your club is hosting any of the following events you need to contact the ALA for sanctioning purposes.

- Winter Drop in Lacrosse
- Tournaments
- Player Development clinics